

P-TECH Coordinator Tip Sheet

Guest Speaker: Success Factors

A tip sheet for P-TECH coordinators or intermediary partners responsible for implementing Guest Speaker programs

When designing and implementing a Guest Speaker program at your P-TECH school, keep the following success factors in mind. Check in and review this sheet with teachers hosting guest speakers to make sure that the elements contained in this tip sheet are addressed.

Before a Guest Speaker arrives

- Coordinate teacher involvement.
 - ✓ Identify all interested teachers and help them plan their guest speaker presentations.
 - ✓ Review the Work-Based Learning Essential Elements provided in section three of this toolkit.
 - ✓ Review the Guest Speaker Guide.
 - ✓ Support teachers' understanding of Work-Based Learning common definitions and standards of practice.
 - ✓ Identify relevant school policies and staff to support employer participation and Work-Based Learning.
 - ✓ Provide teachers with planning tools to integrate Work-Based Learning in current curriculum and connect the activity to learning standards.

Talk with your teachers and identify which of the following tasks they will do and what they need you to do.

- Coordinate employer involvement.
 - ✓ Make sure the speaker is a good match for the class. What is the speaker's motivation? What classroom topics can the speaker support?
 - ✓ Is the employer able to talk about many occupations in the sector?
 - ✓ Set clear expectations about desired learning outcomes for students.
 - ✓ Discuss subject matter and its appropriateness for this population of students.
 - ✓ Discuss best methods for being real with and engaging students.
 - ✓ Ensure a youth-friendly presentation that's connected to the curriculum.
 - ✓ Inquire about presentation needs, such as a projector.
 - ✓ Ask the guest speaker to include discussion about industry sectors and pathways.
- Support learning.
 - ✓ Help students research the company.
 - ✓ Send the class syllabus or outline so the speaker can make relatable points.
 - ✓ Figure out how to really integrate the guest speaker's presentation into the curriculum so it's not an isolated learning moment.
- Address logistics.
 - ✓ Let staff know when guests are expected on campus.
 - ✓ Manage the transaction every step of the way and document actions.
 - ✓ Consider format: Lecture? Panel?

After the Guest Speaker presentation

In coordination with the teacher:

- Reflect on learning.
 - ✓ Provide individual and group reflection activities for teachers and students.
 - ✓ Help students make the connection between training topics and the workplace.
 - ✓ Support students in determining their next steps in learning about careers.
- Conduct follow-up activities.
 - ✓ Debrief with the guest speaker.
 - ✓ Working with the teacher, utilize employer and student feedback to improve future Guest Speaker presentations.
 - ✓ Assess the impact and value of the presentation.
- Document and archive information about the presentation.

Go Deeper

There are a number of suggested activities to deepen the impact of a Guest Speaker program. Consider the following activities.

- Have a group of students serve as ambassadors to support guest speakers when they're on campus, making it easy to have a number of speakers support learning throughout the school year.
- Take pictures from the guest speaker presentation and provide them to the company for its website or newsletter.
- Publicize the guest speaker and the business by placing a story in the local newspaper or posting on the school webpage. (Make sure you clear this with the employer partner first.)
- Consider other potential public relations benefits and opportunities.